

**COMMONWEALTH OF VIRGINIA
PROJECT COMMUNICATIONS PLAN**

PROJECT IDENTIFICATION

Project Name: _____ **Date:** _____
Agency: _____ **Agency Contact:** _____
Project Manager: _____

**COMMONWEALTH OF VIRGINIA
PROJECT COMMUNICATIONS PLAN**

Stakeholder	Message/Information Need	Delivery Vehicle	Frequency	Feedback
Project Sponsor				
Project Manager				
Project Team Member				
Quality Team Member				
Procurement Team Member				
Other Stakeholder				

**COMMONWEALTH OF VIRGINIA
PROJECT COMMUNICATIONS PLAN**

A. EXISTING SYSTEMS:

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B.

C. METHOD FOR UPDATING THE COMMUNICATIONS PLAN:

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D.

E. OTHER COMMUNICATIONS INFORMATION:

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